



HOW TO ZOOM — A USER'S GUIDE

How to create your Zoom account using a desktop computer

Zoom provides a way to meet with people via video on your desk computer, laptop computer, smartphone or computer tablet.

To use Zoom, you need to set up a Zoom account. Here's how.

To get started, Launch your web browser and go to <https://zoom.us> and follow these steps.

(For more helpful How-To's on using Zoom, feel free to visit the Getting Started page on Zoom's website at <https://support.zoom.us/hc/en-us/categories/200101697>)

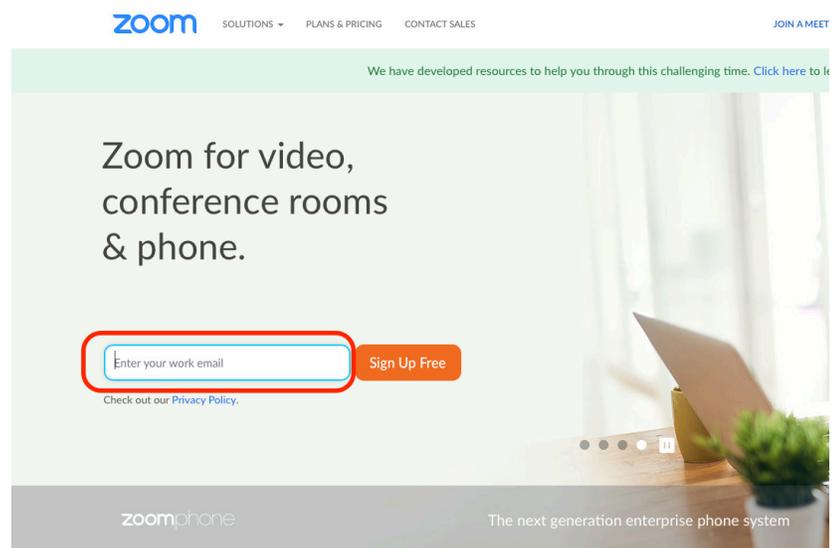
For this example, we are using an Apple desktop and the Safari web browser.

NOTE: To increase the size of type on this or other documents, hold down the Command key and click the + sign on your Apple computer keyboard (on a PC, hold down the Control key and click the + sign). To decrease the type size, hold down the Command key (or Control key, on a PC) and click the – sign.

STEP 1

Provide an email address (Zoom asks for work email, but personal email is OK).

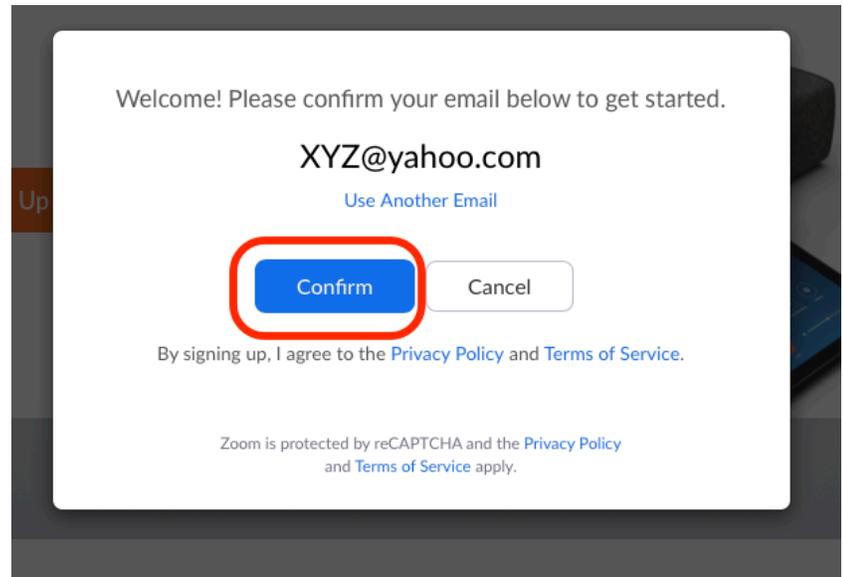
Add your email address in the area we've marked in red.



One Consistent Enterprise Experience.

STEP 2

A “popup” box appears, asking you to confirm your email address. If correct, click “Confirm.”

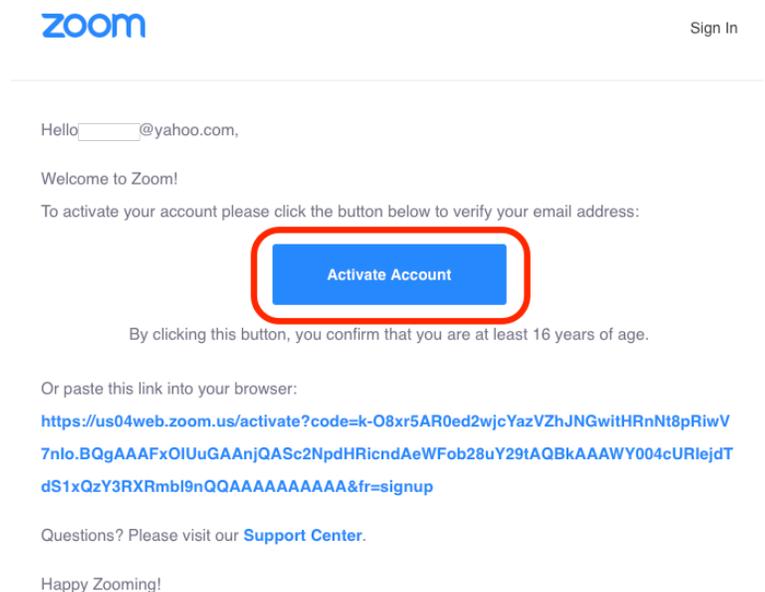
**STEP 3**

Zoom then sends a confirmation message to your email — open that email message and click the link.

STEP 4

The link opens a new page on your web browser.

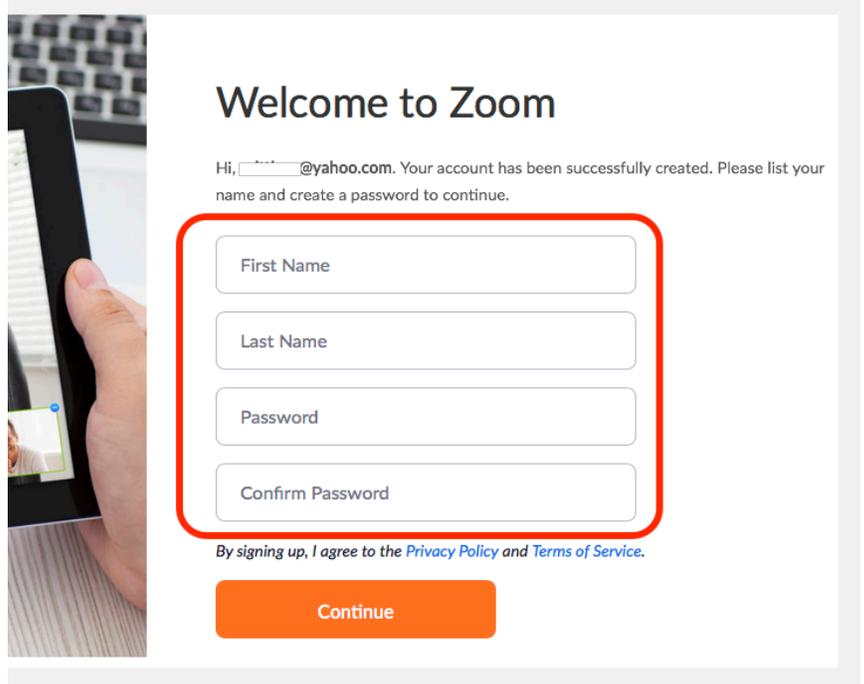
Click the blue “Activate Account” button.



STEP 5

Give your first name, last name and a password.

Repeat the password in the “Confirm Password” block, then click the orange “Continue” button.

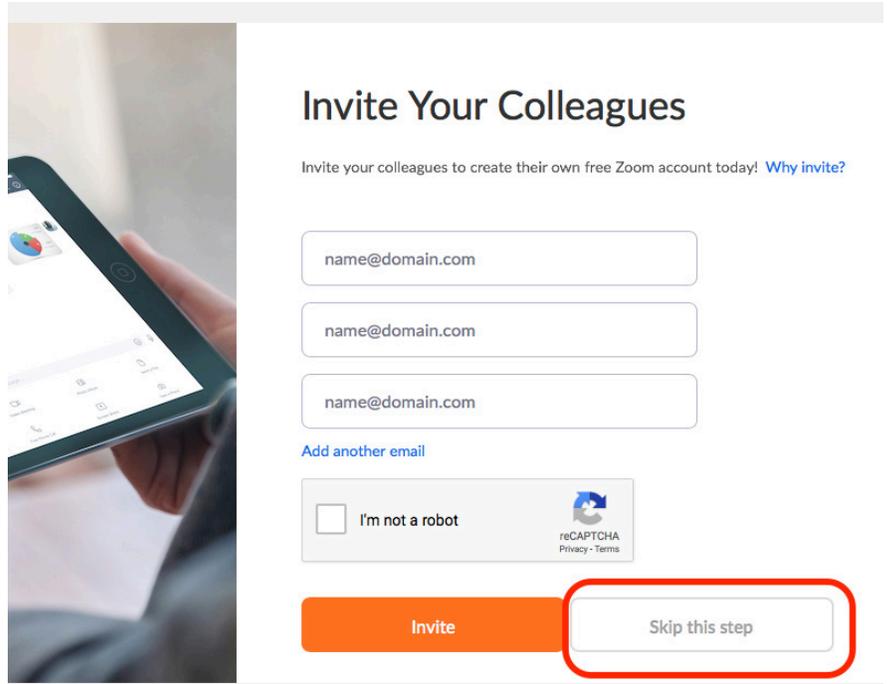


STEP 6

Zoom will ask you to invite others — “your colleagues.”

We recommend you skip this for now.

Click the “Skip this step” button, which opens a new Zoom page in your web browser.

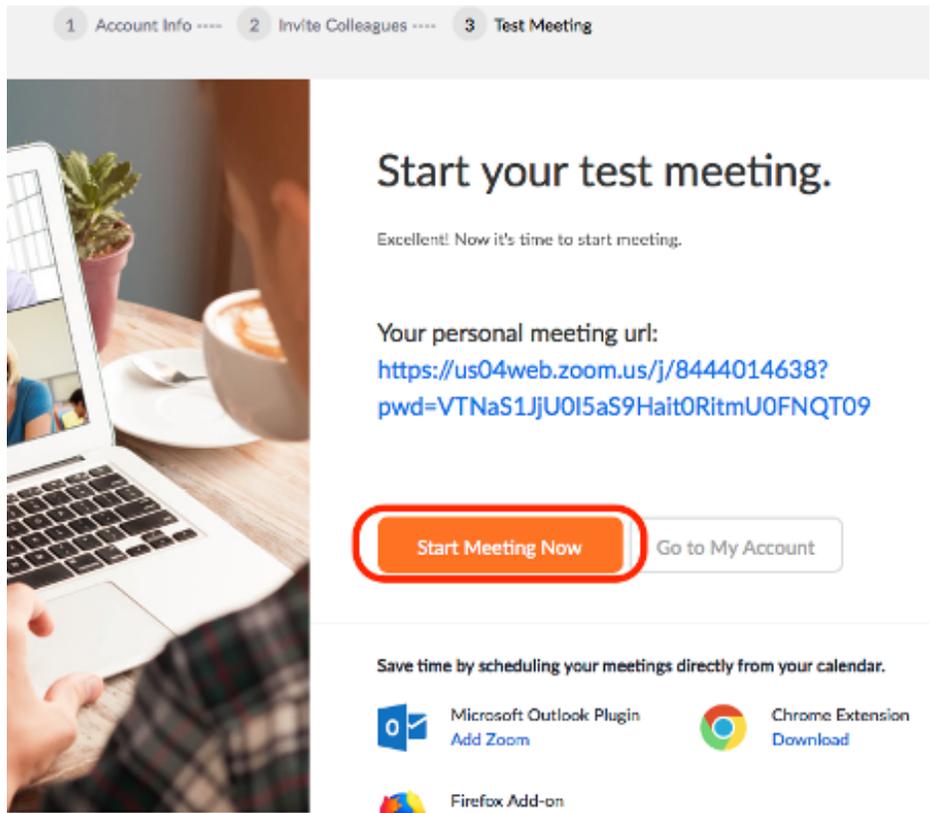


STEP 7

Zoom offers a test meeting. You can do the test meeting if you like, by clicking the orange “Start Meeting Now” button. You will be the only person on the meeting.

You can skip the test meeting by closing the web browser window.

You now have a Zoom account.



UPGRADE? NOT NOW

Ignore the “Upgrade” requests — We recommend you give the free Zoom a try.

You can upgrade later, if you need it, for longer meetings.

Just close this browser window or page.

*Don't cut your meetings short. Get more done.
Upgrade for only \$14.99*

Upgrade Now

Connect with Us



**IF YOU WANT
THE ZOOM APP**

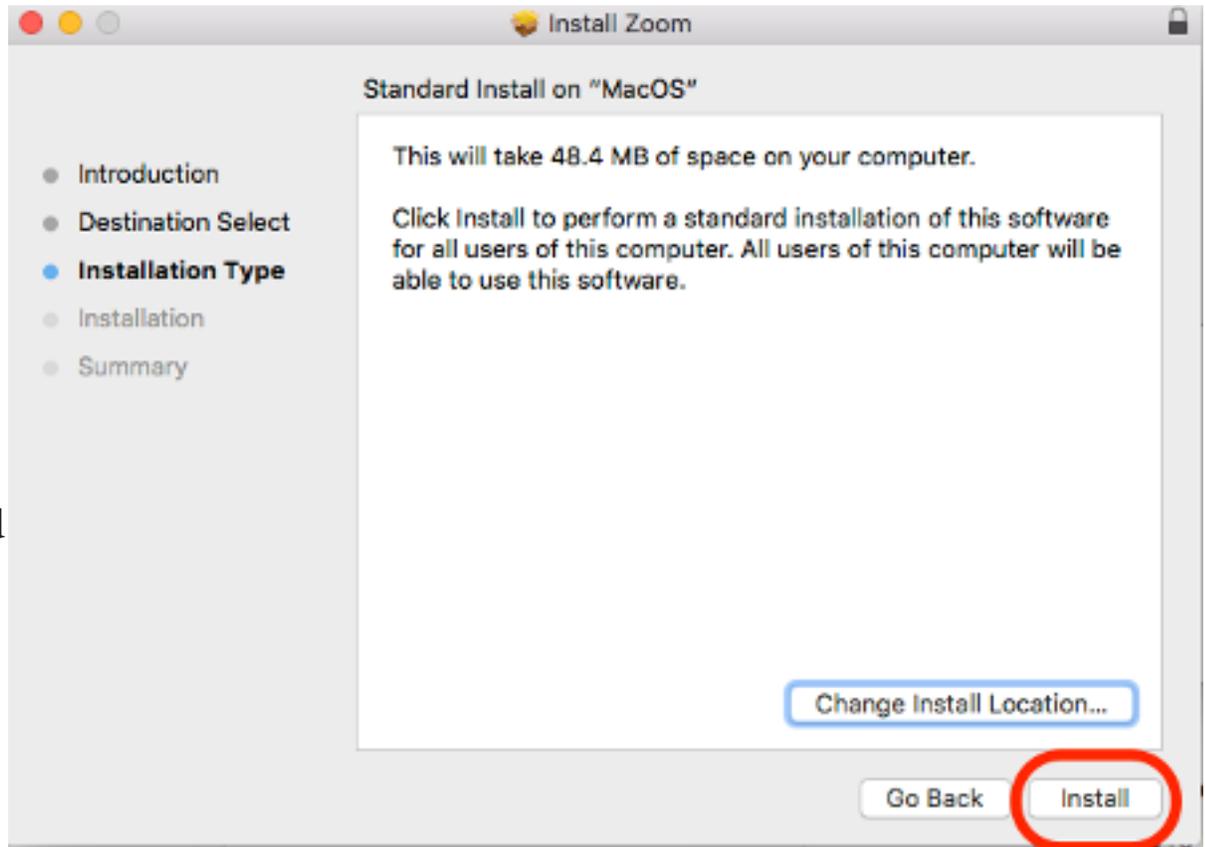
You can participate in Zoom meetings using your web browser or using the special Zoom app.

You can download the Zoom app by clicking this link: <https://us04web.zoom.us/client/latest/Zoom.pkg>

The Zoom app will automatically download.

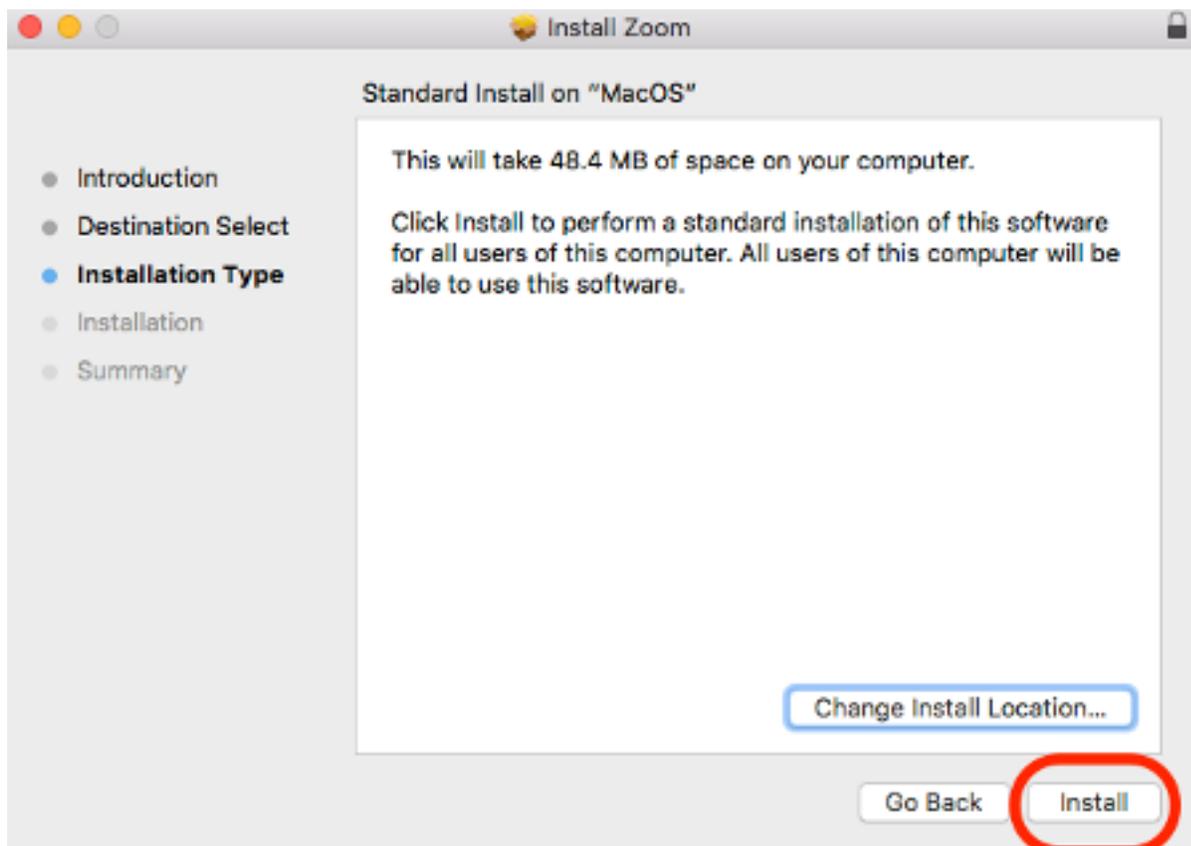
Go to your download folder and click the “Zoom.pkg” to start the Zoom installation

Click the “Continue” button on the popup window.



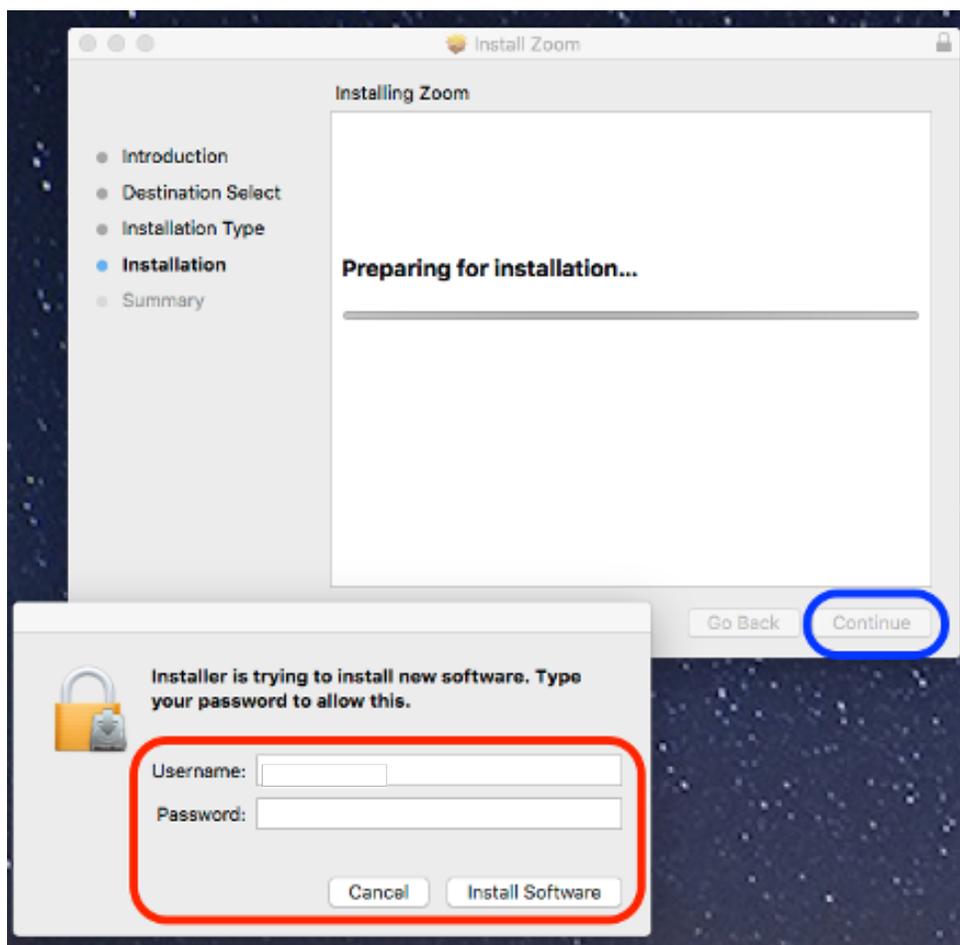
**INSTALLING
THE APP**

On the next popup window, click the “Install” button.

**INSTALLING
THE APP**

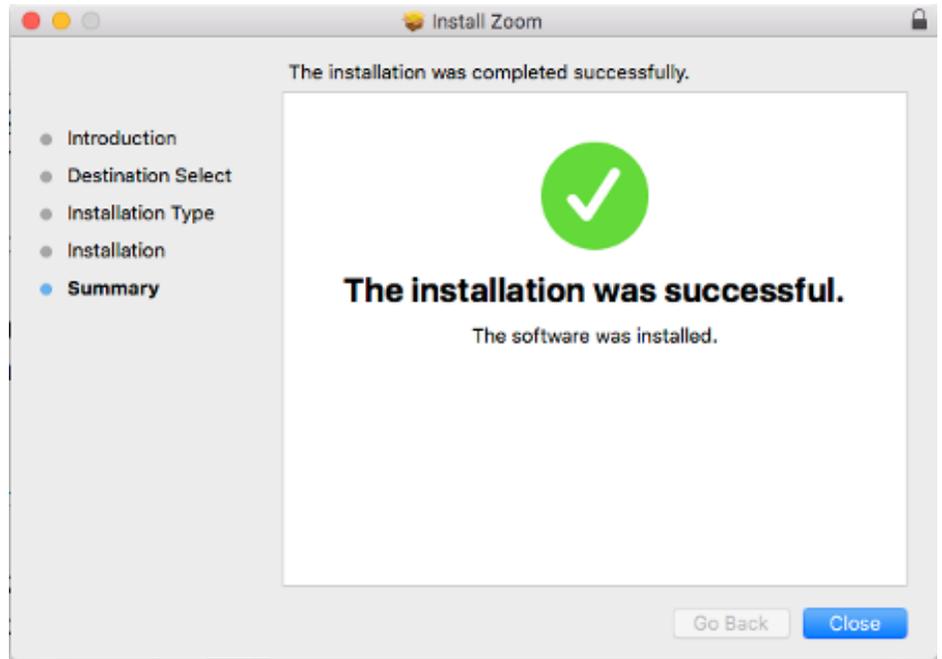
On the next popup window, you may be asked for your computer's username and password; if so, enter that information and click “Install Software.”

If you were not asked for a username and password, click the “Continue” button.



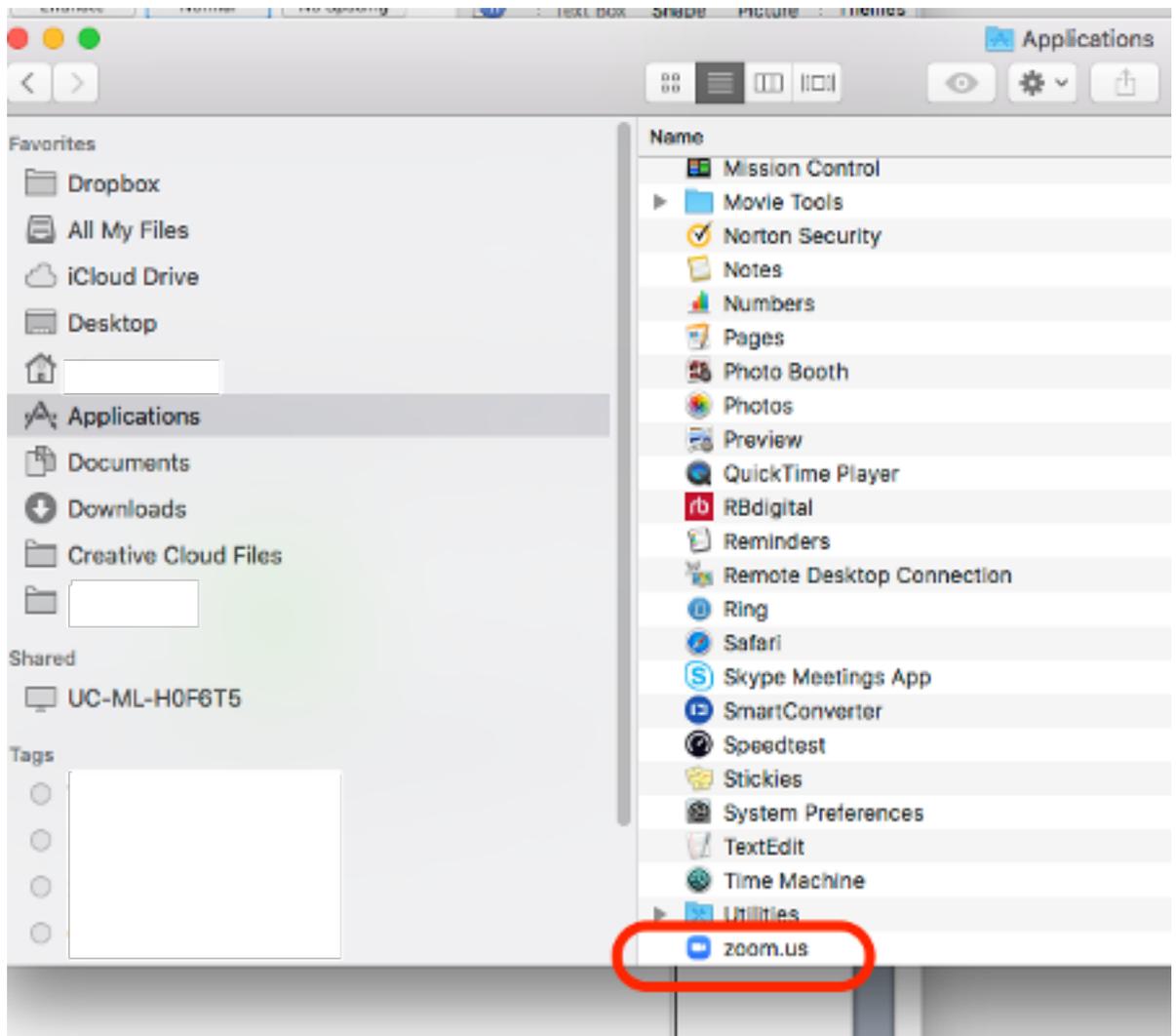
MORE

You now have the Zoom app ready to use for future meetings.



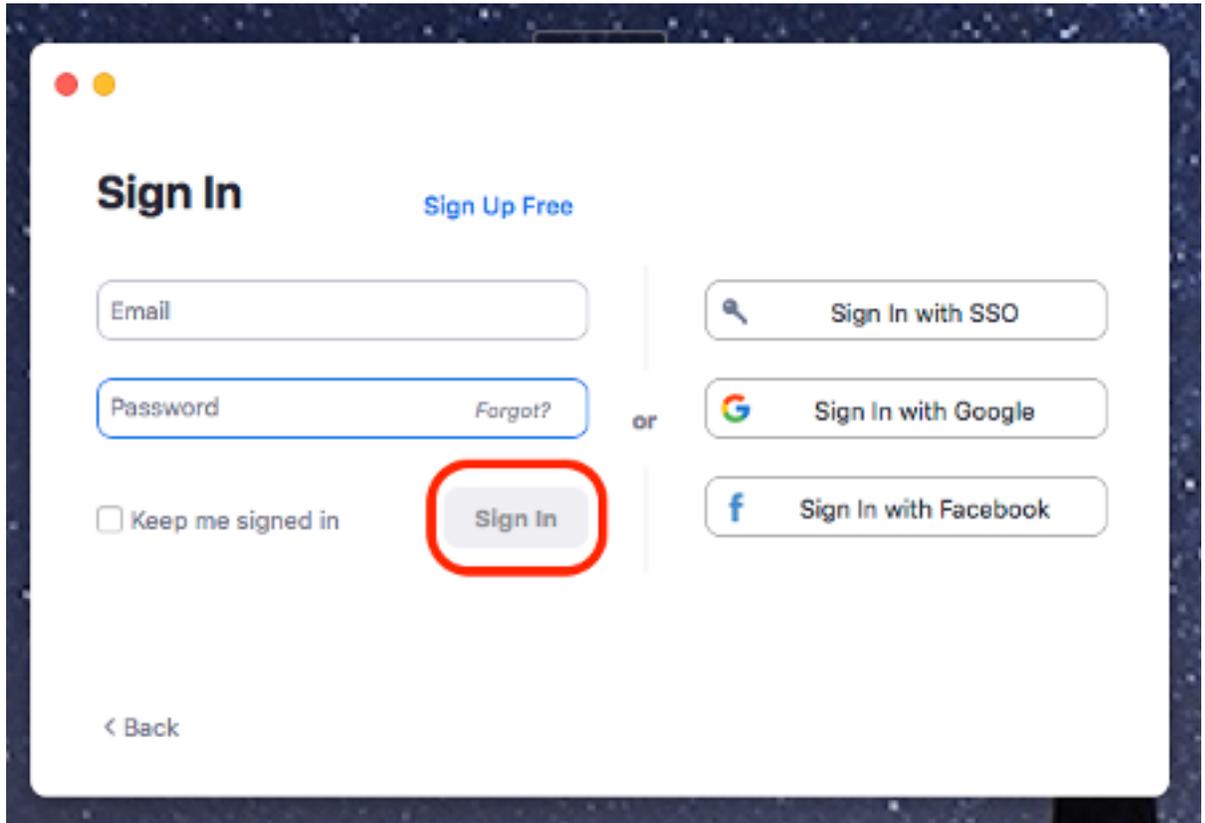
MORE

If you want to use the Zoom app, go to your Applications folder and click on the “zoom.us” file and the Zoom app opens up.



'SIGN IN' TO THE APP

The Zoom app asks you to sign in; use the email address and the Zoom password you provided earlier, then click "Sign In."



USING THE APP

You can now join a Zoom meeting, schedule a Zoom meeting or start a new Zoom meeting, by clicking either of the app's buttons.

Don't forget, you can participate in Zoom meetings using your web browser, too.

The Zoom app is not required.

